

## Registration Process: Firm Administrator

1. Go to <https://maryland.tylerhost.net/>



The screenshot shows the Maryland Judiciary website. At the top left is the logo with the text "MARYLAND JUDICIARY" and the state flag. Below the logo is a red login box containing fields for "Email Address" and "Password", a "Keep me logged in" checkbox, a "LOGIN" button, and links for "Forgot Password?" and "Register Now". The "Register Now" link is circled. To the right of the login box is a "MESSAGE OF THE DAY" section with the text "Maryland Stage Site" and "Site is not monitored."

2. Click the "Register Now" link. Step 1 (I Want to Register) window will appear.

**I want to Register as a**☒ **Firm Administrator**

Each firm must have a designated person to administer the E-Filing system. The Administrator will register the firm and be responsible for setting up and maintaining all users, credit card accounts, and attorneys at the firm.

☐ **User with an Existing Firm**

Your firm has already been registered with the E-Filing system. You must know your firm ID and have been given permission to set up your account by your Firm Administrator. The Firm ID serves as the common identifier for all users within your firm.

☐ **An Independent User**

You are a single user, not associated with or represented by a law firm.

All required fields are indicated by an "\*". There is no registration fee for Odyssey File & Serve.

**Cancel****Next**

3. Click "Firm Administrator" and then Click "Next."
4. Step 2 (Terms and Conditions) window will appear.

Odyssey File & Serve Registration

Step 2 of 5

Welcome to the online services of Tyler Technologies, Inc. Please read this Agreement carefully. It governs Your access to and use of the Odyssey File & Serve application through the Tyler Internet Site. Your use of the Tyler Internet Site and/or other Tyler Services or Tyler Technology is conditioned upon Your acceptance of this Agreement. By clicking on the "I Accept" button, You agree to be legally bound by all of the terms and conditions of this Agreement. If You are acting as an employee, You represent and agree that this Agreement shall bind Your employer and that You are authorized to do so. As used in this Agreement, "You" or "Your" includes You and Your employer.

Section 1. Definitions

Section 2. License; Restrictions on Use

Section 3. Access to the Tyler Internet Site

Section 4. Limitations on Use

☒ I Agree

Previous

Cancel

Next

5. Read the Terms and Conditions before continuing with the registration process.  
Click the "I agree" box to accept the Terms and Conditions for using File & Serve.
6. Click "Next" and Step 3 (Firm Information) window will appear.

**Firm Information**

Name*	<input type="text"/>
Country*	<input type="text" value="United States of Ame"/>
Address Line 1*	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text"/>
Zip Code*	<input type="text"/>
Phone Number*	<input type="text"/>

**New User Registration**

- ☒ Allow Users to Self Register
- ☒ Require Administrator Approval of New User Registration

[Previous](#)[Cancel](#)[Next](#)

- Complete the Firm Information screen. Select the “Allow Users to Self Register” box to allow the firm users to register to use File & Serve without contacting the Firm Administrator. Select “Require Firm Administrator Approval of New User Registration” box to have the option to approve every firm user that registers to use File & Serve. Click Next. Step 4 (User Information) window will appear.

Odyssey File & Serve Registration

Step 4 of 5

User Information

First Name\*

MI

Last Name\*

Email Address\*

Verify Email Address\*

Password\*

Verify Password\*

☒ Attorney

I am also an Attorney

Attorney Number\*

Compose a simple question and answer pair which will allow you to restore your password, should you forget it. Please choose a simple, specific question that can only be answered by you. Example: High School Mascot or The Name of My First Pet.

Security Question\*

Security Answer\*

Previous

Cancel

Register

- Complete the "User Information" screen. Select "I am also an Attorney" and then enter your attorney number. Your attorney number is also known as your Client Protection Fund number. If you do not know your attorney number please email [efilinginfo@mdcourts.gov](mailto:efilinginfo@mdcourts.gov) providing your full name. Your Client Protection Fund number will be returned by email.
- Click "Register" and Step 5 (Your Registration is Complete) window will appear.

**Step 5 of 5**

## Your Registration is Complete!

- ☐ You must verify your email address before you can log in.
- ☐ A verification email will be sent to you, please open it and click the link inside.

10. A verification e-mail labeled "File & Serve new user activation" will be sent to you.
11. Your email will include an "Activate Account" link. Click on the link and a Tyler Technologies notice will appear.



12. This is confirmation that your account has been activated.

13. Your registration as a firm administrator is now complete. Go to the home page and log in with your user name and password.

## Registration Process: User with an Existing Firm

1. Go to <https://maryland.tylerhost.net/>



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2. Click the "Register Now" link. Step 1 (I Want to Register) window will appear.



**I want to Register as a**

☐ Firm Administrator

Each firm must have a designated person to administer the E-Filing system. The Administrator will register the firm and be responsible for setting up and maintaining all users, credit card accounts, and attorneys at the firm.

☒ User with an Existing Firm

Your firm has already been registered with the E-Filing system. You must know your firm ID and have been given permission to set up your account by your Firm Administrator. The Firm ID serves as the common identifier for all users within your firm.

☐ An Independent User

You are a single user, not associated with or represented by a law firm.

All required fields are indicated by an "\*". There is no registration fee for Odyssey File & Serve.

Cancel

Next

3. Click "User with an Existing Firm." Then click "Next."

4. Step 2 (Select Your Firm) window will appear.

Odyssey File & Serve Registration

Step 2 of 4

Select Your Firm

Narrow your firm list by entering all or part of the firm name.

Search for Firm

Search

Selected Firm\*

None selected

Previous

Cancel

Next

5. Enter the name of your firm and click "Search".
6. If your firm is not on the list, contact your firm administrator to complete the registration process.
7. Click "Next" and Step 3 (User Information) window will appear.

Odyssey File & Serve Registration

Step 3 of 4

User Information

First Name\*

MI

Last Name\*

Email Address\*

Verify Email Address\*

Password\*

Verify Password\*

☒ Attorney

I am also an Attorney

Attorney Number\*

Compose a simple question and answer pair which will allow you to restore your password, should you forget it. Please choose a simple, specific question that can only be answered by you. Example: High School Mascot or The Name of My First Pet.

Security Question\*

Security Answer\*

Previous

Cancel

Register

8. Complete the “User Information” screen. Select “I am also an Attorney” and then enter your attorney number. Your attorney number is also known as your Client Protection Fund number. If you do not know your attorney number please email [efilinginfo@mdcourts.gov](mailto:efilinginfo@mdcourts.gov) providing your full name. Your Client Protection Fund number will be returned by email.
10. Click “Register” and Step 4 (Your Registration is Complete) window will appear.

Step 4 of 4

## Your Registration is Complete!

- ☐ You must verify your email address before you can log in.
- ☐ A verification email will be sent to you, please open it and click the link inside.

11. A verification e-mail labeled “File & Serve new user activation” will be sent to you.
12. Your email will include an “Activate Account” link. Click on the link and a Tyler Technologies notice will appear.



13. This is confirmation that your File & Serve account has been activated.
14. Your registration as a User with an Existing Firm is now complete. Go to the home page and log in with your user name and password.